

## Outline of Primary Electoral Responsibilities for the Election Offices in New Jersey

### A. New Jersey Attorney General (through the Division of Elections):

1. Chief Election Official in the State to assure compliance with both the federal National Voter Registration Act (NVRA), and the Help America Vote Act (HAVA) which includes all reporting requirements to the Federal Election Commission and the Election Assistance Commission, respectively.
2. Certifies voting machines for use in all elections.
3. Filing Officer for all federal and state public elective offices.
4. Oversees compliance with polling place accessibility for elderly and voters with disabilities.
5. Regulatory authority for voter registration, political party declarations, absentee voting, election district requirements and polling place accessibility.
6. Chairs the Board of Canvassers, which certifies federal office elections and state office and public questions elections. The Board consist of four members of the Legislature.

### B. County Superintendent of Elections:

(in ten counties of New Jersey; the complete list appears on page 82).

1. County's Commissioner of Registration.
2. Custodian of the County's voting machines.
3. Police Powers to enforce election laws.

### C. \*County Board of Election (in all 21 counties):

1. Recruits, appoints, trains and supervises district board workers.
2. Certifies the polling places for election days.
3. Canvasses and counts absentee and provisional ballots.

\*In those eleven counties without the Office of County Superintendent of Elections, the County Board of Elections acts as the County Commissioner of Registration and custodian of the voting machines, but does not have police powers.

### D. County Clerk

1. Filing Officer for nomination petitions for county offices.
2. Designs and prints ballot materials (i.e., absentees, emergency, machine strips, provisional and sample ballots).
3. Reviews absentee ballot applications; if approved, sends out ballot materials; if rejected, notifies voter.
4. Clerk of the County Board of Canvassers (which is the four-member County Board of Election), which certifies election results for county, partisan municipal and school elections.

### E. Municipal Clerk

1. Voter registration office for the receipt of voter registration and party declaration forms.
2. Recommends polling places to the county board of election.
3. Assists County Superintendents and Boards of Election in assuring the proper conduct of an election.
4. Publishes the notice for absentee ballot availability in school elections for a school district within a single municipality; and will also publish for any municipal election.
5. For Non-Partisan elections, the municipal clerk is the filing officer for nominating petitions, designs and prints the ballot and certifies the election results.

### F. \*School Board Secretary

1. Filing Officer for nomination petitions for school board candidates.
2. Draws ballot positions for school elections.

\*The School Board sets the hours for a school election and the hourly wage for the district board workers

### G. Fire District Commission

1. Clerk of Fire Districts publishes absentee ballot notices.
2. County Clerk provides absentee ballot applications and ballots.
3. County Commissioner of Registration provides registry list
4. First District Commissioners conduct elections
5. County Board of Election counts absentee ballots.